



2020 New Employee Orientation

Agenda – “A”

8:30 a.m. to 4 p.m. EST (Central office)*

Indiana State Personnel Department (INSPD) – Division of Learning & Development

Orientation begins promptly at 8:30 am - **please sign in upon arrival**

<u>Time</u>		<u>Item</u>
8:30 am	8:50 am	Welcome; IN Government Center Emergency Procedures
8:50 am	9:10 am	New Hire Paperwork
9:10 am	9:40 am	Employee ID Badge Appointment (and time for break)
9:40 am	10:20 am	Benefits
10:20 am	10:30 am	Break
10:30 am	11:15 am	Benefits (continuation)
11:15 am	11:55 am	INPRS (Indiana Public Retirement System plan)
12:00 pm	1:00 pm	Lunch
1:00 pm	2:15 pm	Workplace Harassment Prevention Training Standardized Policies & Performance Management
2:15 pm	2:25 pm	Break
2:25 pm	2:50 pm	CollegeChoice 529 Plan
2:50 pm	3:20 pm	Hoosier START (your other retirement plan)
3:20 pm	3:35 pm	Wellness Program
3:35 pm	3:55 pm	INSPD Learning and Development
3:55 pm	4:00 pm	Closing/Questions

*Content and times are subject to change at the discretion of INSPD

